

ERIDE Program

For

LEP Census

2005-2006

Quarterly Deadlines:
October, December, March,
and June



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Peter McWalters
Commissioner

TO: LEP Directors/ Coordinators and District Data Managers

FROM: Maria Lindia

Date: September 16, 2005

RE: LEP Census (2005-2006) Update

As you know RI is implementing a new English Language proficiency test (access for ELLs) in March 2006 that replaces MAC II therefore, there is a new reporting format. We also have a placement test (W-APT) that replaces the MAC II form A (Use for appropriate placement of students into ESL services).

We also want to inform you that RIDE has re-opened the LEP Census on eRIDE for the 2005-06 school year. Here are some of the latest updates and changes:

- The new English Proficiency levels have been added
- New Tests (ACCESS replacing MAC II and W-APT that replaces the MAC II form A for placement)
- It is critical that you do NOT delete any historical demographic and service records unless they are entered in by mistake
- Census information must be kept up to date, at a minimum, on a quarterly basis i.e. by October, December, March and June. June is the time when you sign off and lock the data for the year
- LEP program staff should communicate with the Central Office Data Manager at the district to ensure consistency in State reporting of students enrolled in LEP program.

The accuracy of the LEP Census is very important because many State and Federal Reports are based on the information that we receive from you. Last year (2004-05) we found that the LEP Census data did not match the End of the Year Enrollment reporting that was submitted to RIDE from your Central Office, thus there is the need for better communication. At the next week's Workshops we will walk you through all of these issues. To register for one of the sessions you need to go online to <http://www.eride.ri.gov> and click on the Trainings and Workshops link on the left side. If you have any further questions please do not hesitate to contact me at 222-8494 or email at maria.lindia@ride.ri.gov.

Cc: Mary Ann Snider
Todd Flaherty

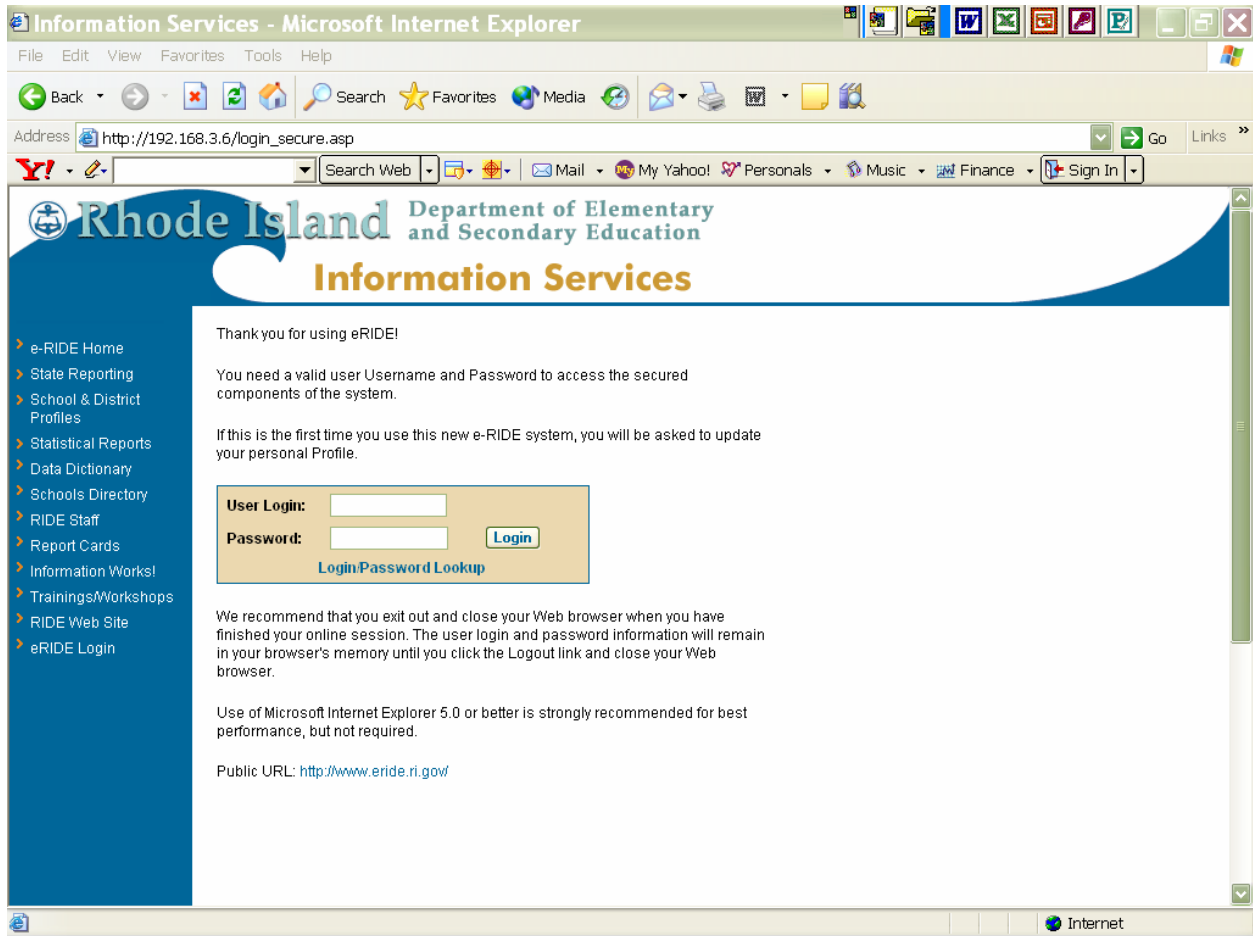
Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575

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eRIDE Home Page



This is the eRIDE home page. eRIDE is the Department's new Information Services Portal. The goal is to streamline the data collection process and improve the accuracy, timeliness, and utility of information collected to be used to inform management, budget, and policy decisions.

To access eRIDE from outside the Department, the Web address is <http://www.eride.ri.gov>. We highly recommend that you use Internet Explorer 6.0 or later.

An eRIDE user login and password is required to access various data applications.

If you do not have an eRIDE user account you need to contact your district data manager.

Once the eRIDE user login account has been established and activated, an eRIDE portal is created for that user automatically. A variety of data applications may then be delivered to that user's portal. Only the eRIDE administrator or the LEA data managers are authorized to assign access to data applications.

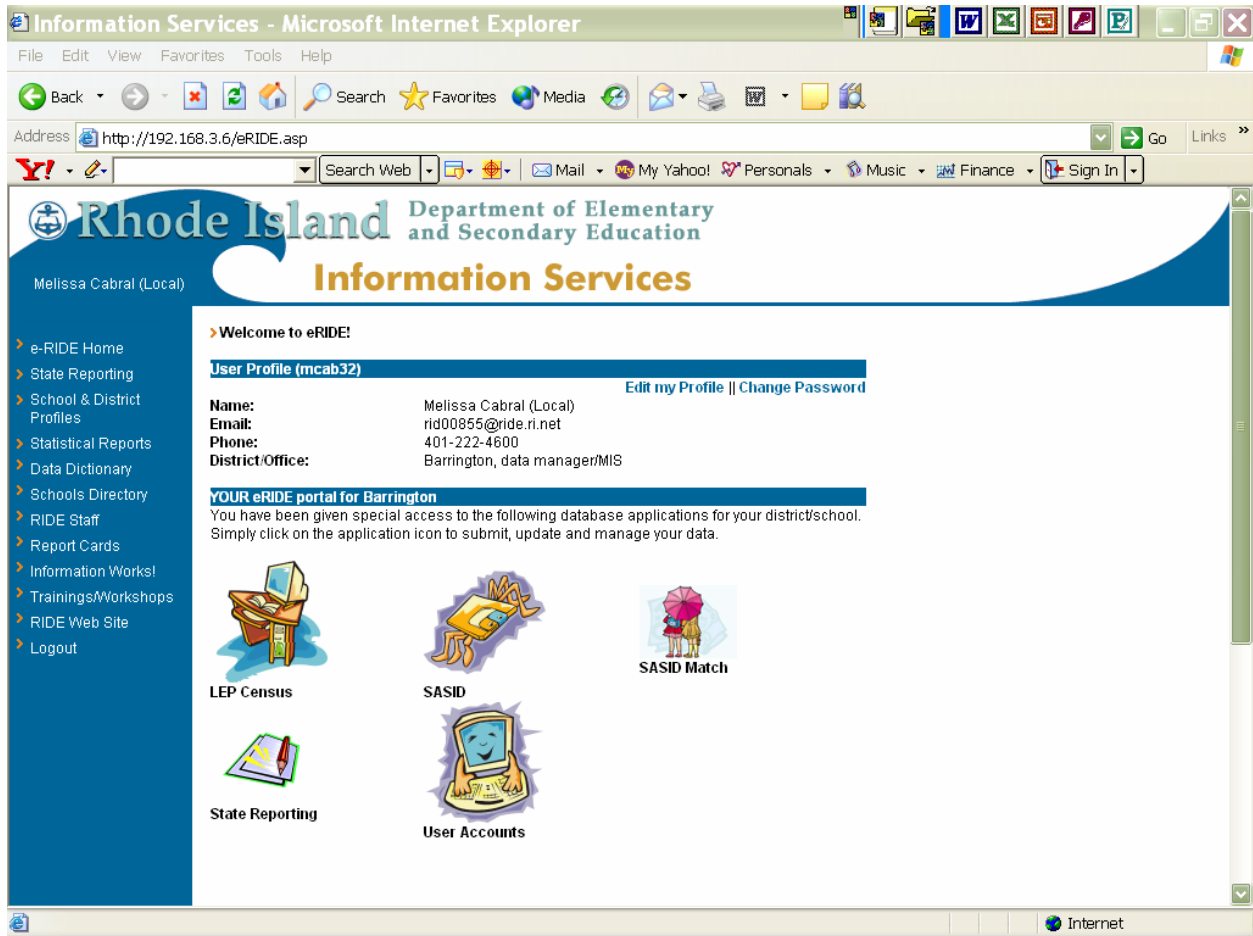
When you login to eRIDE for the first time, you are prompted to update your user profile. Click on the update button to save any changes and exit to the main user portal.

If you forget your login and password click on the login/password lookup. You will then be asked to type your first and last name as well as your email address and click on submit. Please

be sure to use the email address that was used to activate your eRIDE account. In a few minutes you will receive an email from eRIDE giving you your login and password. If you do not receive an email than that means you did not enter your email address correctly or you did not use the correct email address for those of you who have more than one email account.

On the left side there are 12 links that allow you to access different statistical and data reports, directory, Information Works, trainings and workshops, and dates as to when certain data is due.

eRIDE Portal



Once you login you will notice your name on the top left corner.

Under User Profile you can edit your profile as well as change your password by clicking on the links. Remember to click on update to save the changes you have made.

Below your eRIDE portal you will find the applications that you have been given access to by your district.

To access any of the applications, double click on the left mouse button on the application you wish to open. In this case it would be the LEP Census.

Update Profile

User Update - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Mail My Yahoo! Personals Music Finance Sign In

Address: <http://192.168.3.6/users/UserUpdate.asp> Go Links

Rhode Island Department of Elementary and Secondary Education
Information Services

Melissa Cabral (Local)

[Go Back](#) [Update Profile](#)

Please verify and make necessary changes. * indicates a required field. Click the [Update](#) button to save the changes.

Username/Login: mcab32

First Name*:

Last Name*:

Email*:

Phone*:

Extension:

Fax Number:

Address:

City: **Zip:**

Hide Login Password: ☒ Yes (Login/Password will not be displayed in eRIDE mails if checked!)

Data Access Needs:

[Update](#)

Done Internet

To update your profile, click on the “Edit my Profile” link under the user profile on the eRIDE home page.

This is where you verify your information and make any necessary changes. The first four fields are required. Once you have made your changes you need to click on “Update” in order to save your changes.

Be sure that your email address is correct, if not it will be difficult to lookup your login information if it is forgotten.

Update Password

The screenshot shows a Microsoft Internet Explorer window titled "Information Services - Microsoft Internet Explorer". The address bar displays "http://192.168.3.6/users/PasswordUpdate.asp". The page header includes the Rhode Island Department of Elementary and Secondary Education logo and the text "Information Services". A user is logged in as "Melissa Cabral (Local)". A left sidebar lists various links like "e-RIDE Home", "State Reporting", "School & District Profiles", etc. The main content area is titled "Update Password" and contains instructions: "You need your old password in order to change your password. Choose any combination of 4-8 alpha-numeric characters for your new password. Click the Update button to save the changed password." Below the instructions is a form with three input fields: "Old Password:", "New Password:", and "Confirm New Password:", followed by an "Update" button.

Information Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Mail My Yahoo! Personals Music Finance Sign In

Address http://192.168.3.6/users/PasswordUpdate.asp

Y! Search Web

Rhode Island Department of Elementary and Secondary Education
Information Services

Melissa Cabral (Local)

Update Password

You need your old password in order to change your password. Choose any combination of 4-8 alpha-numeric characters for your new password. Click the Update button to save the changed password.

Old Password:

New Password:

Confirm New Password:

Done Internet

To update your password click on the “Change my Password” link on the eRIDE home page.

You will need to know your old password in order to change it. To initiate the process enter your old and new password, (must to be any combination of 4-8 alphanumeric characters). Once you are done be sure to click on update to save your new password.

LEP Census Main Page

The screenshot shows a Microsoft Internet Explorer browser window displaying the Rhode Island Department of Elementary and Secondary Education's Information Services page. The page title is "Rhode Island Department of Elementary and Secondary Education Information Services". The user is logged in as "Melissa Cabral (Local)". The page content includes a navigation bar with links for "eRIDE", "LEP Census for Barrington (2005-06)", and "Logout". Below the navigation bar, there is a section for "Update active status as of (date):" with a date field set to "6/29/2005" and an "Update" button. A "Find student(s) by name:" section with a text input field and a "Find" button is also present. Below this, there are three links: "set up language table", "set up teacher table", and "student listings". A table titled "Student Listings" displays data for various schools in Barrington. The table has columns for SchCode, School Name, Total in Census, # Active, # Monitored, Last Updated, and Date Signed Off. The data rows show information for schools like Primrose Hill School, Nayatt School, Hampden Meadows School, Barrington High School, Barrington Middle School, Sowams Elementary School, and Barrington. At the bottom, there is a "Contact" section with information for the RI Department of Education, Office of Assessment, and contact details for Maria F. Lindia and Melissa Cabral.

SchCode	School Name	Total in Census	# Active	# Monitored	Last Updated	Date Signed Off
01103	Primrose Hill School	5	4		6/15/2005	signoff
01104	Nayatt School	3	1		6/15/2005	signoff
01105	Hampden Meadows School	7	1	1	6/15/2005	signoff
01106	Barrington High School	3			7/15/2004	signoff
01108	Barrington Middle School	7	2	3	7/14/2005	signoff
01109	Sowams Elementary School	5	4		6/15/2005	signoff
01	Barrington	30	12	4	7/14/2005	signoff

How to find student(s) by name: Type the student's last name and/or part of first name, click on Find. Acceptable naming format for locating the SASID for 'Michael Bates': 'Bates', 'bates, m', 'bates, mic'. Unacceptable naming format: 'michael bates', 'bates,', 'bates,m', 'bates,mic'.

Contact: RI Department of Education, Office of Assessment, 255 Westminster Street, Providence, RI 02903-3400. Maria F. Lindia 222-8494, maria.lindia@ride.ri.gov; Melissa Cabral 222-8491, melissa.cabral@ride.ri.gov.

This is the main page of the LEP Census application.

The first thing to do is to click on the set up language table link, in order to modify your language table. See page 8

The next link is to set up teachers table. To modify this table see page 9.

The last link is student listings. This link will bring you to different reports that are available to you. See page 10

Below those three links you will see a listing of all the schools in your district with the total number in census, total number of active students and the number of monitored students per school and district.

To get an accurate count of active and monitored students you need to change the date at the top next to "Update active status as of (date)" (this date never changes unless you physically change it yourself).

To locate a student in your census you need to type the student's last name and/or part of student's first name, and then click on Find.

Naming format for locating the SASID for 'Michael Bates' (Example):

Acceptable naming format:

- Bates
- bates, m
- bates, mic

Unacceptable naming format:

- michael bates
- bates,
- bates,m
- bates,mic

Once you enter the student's full or partial name you will get a list:

- You need to find the correct student and click on his or her name to get to the student's record. If you need to update the demographic information, you click on the "Update Student Record" link above the grade level. Make any changes and make sure you click on submit to save your changes. Once the changes are saved it brings you back to the page where you found the student, click on the students name again and that will bring you to the students record. Now you will have to initiate a new service record by clicking on the link above the teacher field on the bottom panel. By initiating a new record you are activating that student. Please remember to never delete a student record or delete a service record without speaking with Melissa at RIDE 222-8491. See page 12
- If you do not find the student you are looking by doing a name search, then you search by school. If you are unable to find the student record, then you click on the school that the student is enrolled in and click on "Add a Student". This brings you to the State SASID system where you can search for a student. Enter the student(s) name that you want to search for (district or statewide) and you will come up with a list not unless there is someone who has a "very different" name. You need to find the correct student that you are looking for and click on "get record" and it will ask you if you really want to get the record, click OK if that is the student. Click on student name and make changes and add the service record. Remember to always click on "Submit" to save changes. If you are unable to locate the student because he/she may be new to the country or never was in school then you need to request for a SASID. See pages 12-13

If you are updating school-by-school, then you click on the school and it gives you a list of students who are receiving services and students who once before received services in that school. Click on the students name to bring up the student record to make changes. If the student you are looking for is not there then click on "Add Student" to bring you to the search engine that can be done within district or statewide explained above.

Language Table

language table - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Mail My Yahoo! Personals Music Finance Sign In

Address http://192.168.3.6/lep/setupLanguageTbl.asp

Y! Search Web

Rhode Island Department of Elementary and Secondary Education
Melissa Cabral (Local) **Information Services**

> Go Back

Select a language ...	Add
unhide	
List of languages in district	
Arabic	hide
Cantonese	hide
Cebuano	hide
Danish	hide
German	hide
Hebrew	hide
Korean	hide
Malayalam	hide
Romanian	hide
Russian	hide
Spanish	hide
Swedish	hide
Thai	hide
Tigrinya	hide
Urdu	hide

Contact: RI Department of Education, Office of Assessment, 255 Westminster Street, Providence, RI 02903-3400. Maria F. Lindia 222-8494, maria.lindia@ride.ri.gov; Melissa Cabral 222-8491, melissa.cabral@ride.ri.gov.

Done Internet

To add to your list of languages you need to click on set up language table link on your census main page.

To see the list of all languages click on the drop down box, where it says select a language. To add a language click on the language to be added and then click on add. The languages that you see listed are the languages that you will have access to when you are in a students record.

Teacher Table

Pupil Summary Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media Mail My Yahoo! Personals Music Finance Sign In

Address http://192.168.3.6/lep/setupTeacherTbl.asp

Rhode Island Department of Elementary and Secondary Education

Melissa Cabral (Local) Information Services

> Go Back

Enter teacher's full name here	check if active <input checked="" type="checkbox"/>	add
List of teachers in district	Active Status	
J. Carney	Y	update

Contact: RI Department of Education, Office of Assessment, 255 Westminster Street, Providence, RI 02903-3400. Maria F. Lindia 222-8494, maria.lindia@ride.ri.gov, Melissa Cabral 222-8491, melissa.cabral@ride.ri.gov.

Done Internet

To enter or delete a teacher's name, click on the link "Set Up Teacher Table" from the census main page.

Type the teacher's name then click add. This will add the teacher to the table so that you can assign the teacher to his or her students. The names that are listed are the names that you will be able to access when you are in a student's record to assign the teacher. If a teacher is no longer at your district click on update next to the teacher's name to bring the name to the top row and click on the black check (✓) to make the teacher inactive.

Student Listings

Information Services - Microsoft Internet Explorer

Address: <http://192.168.3.6/lep/studentlisting1.asp>

Rhode Island Department of Elementary and Secondary Education
Information Services
Melissa Cabral (Local)

> Go Back > Barrington > Customized student listings

	Active Students (As of date: 6/29/2005)	Monitored Students	Exited Students
demographics	click to view/download	click to view/download	not available
Mac II Score, Proficiency Level	click to view/download	click to view/download	not available
DOB, Grade, Entry Date, Start Year	click to view/download	click to view/download	not available
IEP, VocEd, Title 1, Immigrant, Migrant Statuses	click to view/download	click to view/download	not available
Services Received	click to view/download	not available	not available

Contact: RI Department of Education, Office of Assessment, 255 Westminster Street, Providence, RI 02903-3400. Maria F. LINDIA 222-8494, maria.lindia@ride.ri.gov; Melissa Cabral 222-8491, melissa.cabral@ride.ri.gov.

To get the report, you need to click on the “Student Listing” link from the census main page.

To download or print any report you need to click the view/download link. When viewing the reports, if anything is highlighted in red than that means there is a possible error. Please correct any records that are highlighted in red. When you are in any of these reports there is a link right above the table that says “Download Listing”. Click on that link and the report will be copied into an excel spreadsheet that you can modify once you save it to your computer.

See page 14-18

List of Students in School

Information Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Mail My Yahoo! NCAA Hoops Music Answers Personals

Address <http://ride16/eride/lep/studentListing.asp?schCode=28167> Go Links

Rhode Island Department of Elementary and Secondary Education
Information Services
Melissa Cabral (Local)

>Go Back> Urban Collaborative Accelerated Program (07-09)

As of date: [add a student](#)

SASID	LASID	Student Name	Gender	DOB	Grade	Race	Active	Monitored
1000225710	Lasid10	Mouse, Micky J	M	1/1/1900	08	White		

total # of students in Census: 1, of which, 0 are active as of .

Contact: RI Department of Education, Office of Assessment, 255 Westminster Street, Providence, RI 02903-3400. Maria F. Lindia 222-4600 x 2103, mflindia@ride.ri.net; Melissa Cabral 222-4600 x 2101, rid00855@ride.ri.net

Local intranet

This is the list of students in the school's name listed next to ">Go Back>". It will let you know which students are active as of the date you entered on the LEP Census main page. The other students that are listed are students who are not active as of the date that was entered and once received LEP service in your district/school. If you click on a student's SASID, or name it will bring you to that student's record to make the necessary changes to the student's demographic information or their service information. If student is not listed then you need to click on "Add a Student" discussed on page 7.

To update record see page 12

Student Record

Information Services - Microsoft Internet Explorer

Address: <http://ride16/eride/lep/studentinfo.asp?studentID=18772>

Rhode Island Department of Elementary and Secondary Education
Information Services

Melissa Cabral (Local)

> Go Back > Urban Collaborative Accelerated Program

Micky J Mouse			update student record delete student record				
SASID	Gender	Race	Grade	DOB	IEP	vocEd	Title1
1000225710	M	White	08	1/1/1900	No	No	Yes
Language	Start Year	Entering Proficiency Level		Current Proficiency Level			
Aguacateco	2/15/2006	Expanding		Expanding			
Birth Place	Entry Date into US	2005 Mac Score	Level	Migrant	Immigrant Status		
USA	1/1/1900			No	No		
Monitor Year 1	Monitor Year 2	Last Date of Monitoring					

last updated on 3/9/2006 7:55:22 AM mcab32

Service Records			initiate new service record					
Model	Start Date	Hrs/Day	Days/Wk	Wks/Mon	End Date	Reason	Teacher	action
ESL*	2/15/2006	2.3	5	4			Cabral, Melissa	update delete

last updated on 3/9/2006 7:55:51 AM by mcab32

* Model ESL includes ESL Sheltered Content (Math, Science, Social Studies, etc.).

Contact: RI Department of Education, Office of Assessment, 255 Westminster Street, Providence, RI 02903-3400. Maria F. Lindia 222-4600 x 2103, mfilindia@ride.ri.net, Melissa Cabral 222-4600 x 2101, rid00855@ride.ri.net.

Local intranet

The top panel is the student's demographic information and the bottom panel is the student's services.

To make changes to the student's demographic information click on update student record next to the student's name on the top panel. Every field is mandatory.

The Start Year should never change that is the month, day and year that the student started to ever receive LEP services.

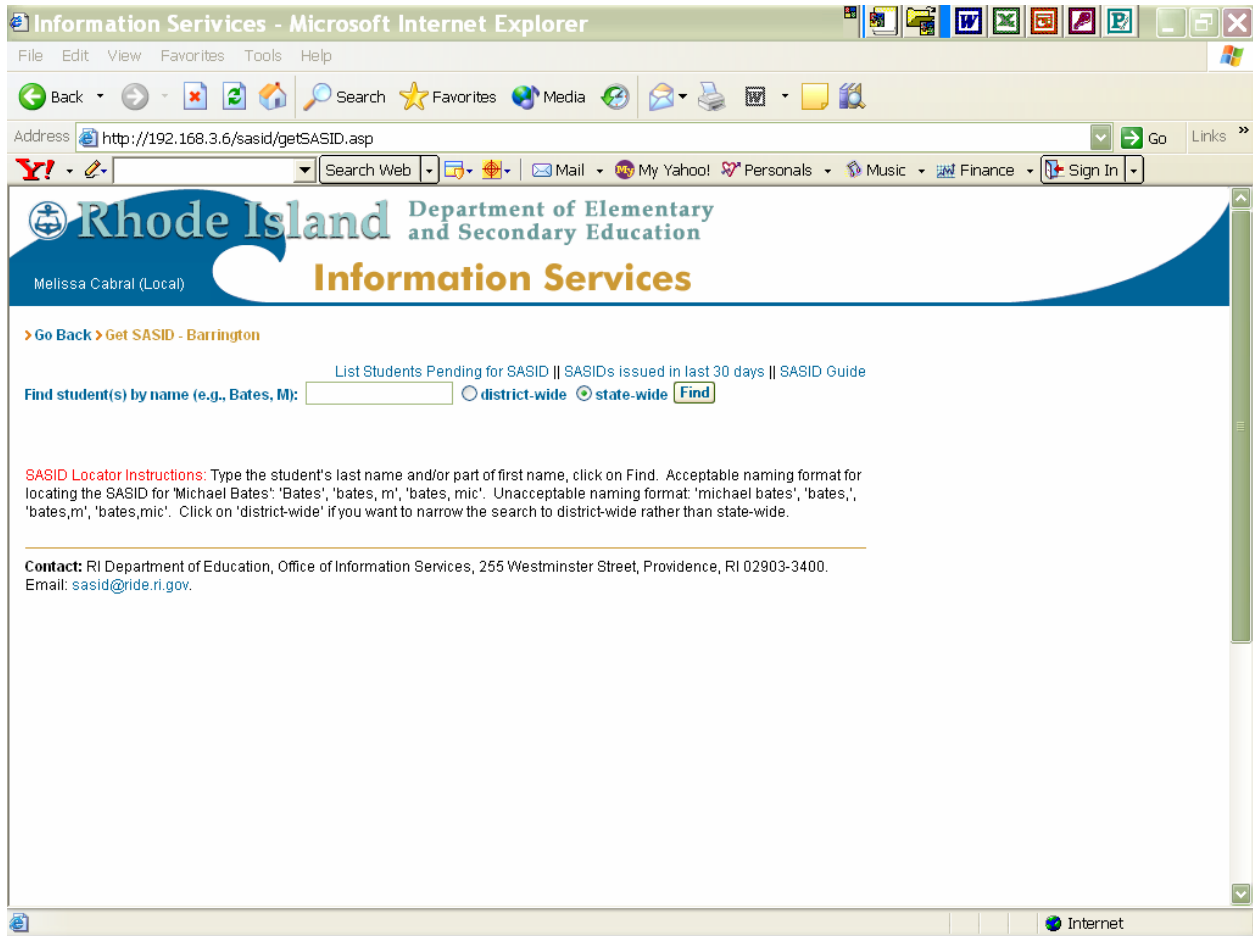
Entering proficiency level should never change, that is the level that the student was at when they first started to receive services; you should change the **current proficiency level** when indicated by the teacher.

Entry date to the U.S. is the month, day and year that the student entered the United States.

To make changes to an existing service record click on update under action to the service that you would like to make changes to.

Adding another service record you need to click on initiate new service record and enter all information and then click on submit.

Search Engine



This is the search engine to find a student within your district or statewide. You might want to start with the statewide search to find a student who may have come from another district and already has a SASID so that you can copy that student's demographic information to your census. If you know that the student came to your school from another school in your district than you can narrow your search to district wide and find the student to copy his or her demographic information to your census (discussed on page 7).

If the student does not appear on the list then you need to click on "Request for a SASID" at the bottom of the list. This will put the student's demographic information in the system so that the District can assign a SASID to the student(s) to create a student record.

Page 7 explains how to get here

Demographics Report

The screenshot shows a Microsoft Internet Explorer browser window displaying the Rhode Island Department of Elementary and Secondary Education's Information Services page. The page title is "Rhode Island Department of Elementary and Secondary Education Information Services". The user is logged in as "Melissa Cabral (Local)". The page content includes a navigation bar with links like "Go Back", "Urban Collaborative", and "Customized student listings". Below this is a table with four columns: "Active Students (As of date: 3/9/2006)", "Monitored Students", and "Exited Students". The table lists various demographic categories and their corresponding data availability. Below this table is a "download listing" link and a table with columns: "SASID", "LASID", "Student Name", "School Name", "Gender", "DOB", "Grade", "Race", and "Language". The table contains one row of data for a student named "Mouse, Micky J" at "Urban Col". The "DOB" is "1/1/1900" and the "Grade" is "08", both highlighted in red. Below the table, there is a note: "Important: check and verify student's grade, date of birth, date of entry to US and start date when highlighted in red." and contact information for the RI Department of Education.

	Active Students (As of date: 3/9/2006)	Monitored Students	Exited Students
demographics	click to view/download	click to view/download	not available
Mac II Score, Proficiency Level	click to view/download	click to view/download	not available
DOB, Grade, Entry Date, Start Year	click to view/download	click to view/download	not available
IEP, VocEd, Title I, Immigrant, Migrant Statuses	click to view/download	click to view/download	not available
Services Received	click to view/download	not available	not available

SASID	LASID	Student Name	School Name	Gender	DOB	Grade	Race	Language
1000225710	Lasid10	Mouse, Micky J	Urban Col	M	1/1/1900	08	White	Aguacateco

total # of students = 1

Important: check and verify student's grade, date of birth, date of entry to US and start date when highlighted in red.

Contact: RI Department of Education, Office of Assessment, 255 Westminster Street, Providence, RI 02903-3400. Maria F. Lindia 222-4600 x 2103, mfLindia@ride.ri.net; Melissa Cabral 222-4600 x 2101, rid00855@ride.ri.net.

This is the demographics report. It lists the students SASID, Students Name, School Name, Gender, D.O.B, Grade, Race and Language. By clicking on the download listings above the table it will open an excel spreadsheet with the data in this report so that you can modify or add a column or two for your own records and reporting. You must first save it to your computer as an excel document. Any additions or changes made on the excel sheet will not change any data on eRIDE.

Remember anything in **RED** means possible incorrect data
Please Review!

ACCESS for ELLs Score and Proficiency Level Report

The screenshot shows a Microsoft Internet Explorer browser window displaying the Rhode Island Department of Elementary and Secondary Education's Information Services page. The page title is "Rhode Island Department of Elementary and Secondary Education Information Services". The user is logged in as "Melissa Cabral (Local)". The page shows a navigation menu with "Go Back", "Urban Collaborative", and "Customized student listings". Below this is a table with four columns: "Active Students (As of date: 3/9/2006)", "Monitored Students", and "Exited Students". The table lists various student data points such as demographics, Mac II Score, Proficiency Level, DOB, Grade, Entry Date, Start Year, IEP, VocEd, Title 1, Immigrant, Migrant Statuses, and Services Received. Each row has a "click to view/download" link. Below this table is a "download listing" link and a table with columns: "SASID", "LASID", "Student Name", "Start Year", "Mac Score", "Mac Level", "entering Level", and "Current Level". The table contains one row for "Mouse, Micky J" with SASID 1000225710, LASID Lasid10, Start Year 2/15/2006, Mac Score NA, Mac Level, entering Level Expanding, and Current Level Expanding. Below the table is a note: "total # of students = 1". At the bottom, there is a contact information section for the RI Department of Education, Office of Assessment, 255 Westminster Street, Providence, RI 02903-3400. Contact: Maria F. Lindia 222-4600 x 2103, mflindia@ride.ri.net; Melissa Cabral 222-4600 x 2101, rid00855@ride.ri.net.

	Active Students (As of date: 3/9/2006)	Monitored Students	Exited Students
demographics	click to view/download	click to view/download	not available
Mac II Score, Proficiency Level	click to view/download	click to view/download	not available
DOB, Grade, Entry Date, Start Year	click to view/download	click to view/download	not available
IEP, VocEd, Title 1, Immigrant, Migrant Statuses	click to view/download	click to view/download	not available
Services Received	click to view/download	not available	not available

[download listing](#)

SASID	LASID	Student Name	Start Year	Mac Score	Mac Level	entering Level	Current Level
1000225710	Lasid10	Mouse, Micky J	2/15/2006	NA		Expanding	Expanding

total # of students = 1

Important: check and verify student's grade, date of birth, date of entry to US and start date when highlighted in red.

Contact: RI Department of Education, Office of Assessment, 255 Westminster Street, Providence, RI 02903-3400. Maria F. Lindia 222-4600 x 2103, mflindia@ride.ri.net; Melissa Cabral 222-4600 x 2101, rid00855@ride.ri.net.

This is the ACCESS for ELLs Score and Proficiency Level report. In this report it will give you the students SASID, LASID, Student Name, Start Year, ACCESS for ELLs score and Level along with their Entering and Current Proficiency Level. You can download this list to an excel spreadsheet by clicking on the download listings link above the table. Any changes made to the excel spreadsheet will not change anything on eRIDE.

Remember anything in **RED** means possible incorrect data
Please Review!

D.O.B, Grade, Entry Date and Start Year Report

Rhode Island Department of Elementary and Secondary Education
Information Services
 Melissa Cabral (Local)

> Go Back > Urban Collaborative > Customized student listings

	Active Students (As of date: 3/9/2006)	Monitored Students	Exited Students
demographics	click to view/download	click to view/download	not available
Mac II Score, Proficiency Level	click to view/download	click to view/download	not available
DOB, Grade, Entry Date, Start Year	click to view/download	click to view/download	not available
IEP, VocEd, Title I, Immigrant, Migrant Statuses	click to view/download	click to view/download	not available
Services Received	click to view/download	not available	not available

[download listing](#)

SASID	LASID	Student Name	DOB	Grade	US Entry Date	Start Year
1000225710	Lasid10	Mouse, Micky J	1/1/1900	08	1/1/1900	2/15/2006

total # of students = 1

Important: check and verify student's grade, date of birth, date of entry to US and start date when highlighted in red.

Contact: RI Department of Education, Office of Assessment, 255 Westminster Street, Providence, RI 02903-3400. Maria F. Lindia 222-4600 x 2103, mfLindia@ride.ri.net; Melissa Cabral 222-4600 x 2101, rid00855@ride.ri.net.

This report will give you the Student's Name, D.O.B., Grade, US Entry Date, and Start Year. Again this report can be downloaded to an excel spreadsheet; changes will not change anything on eRIDE.

Remember anything in **RED** means possible incorrect data
 Please Review!

IEP, Voc Ed., Title I, Immigrant and Migrant Report

Information Services - Microsoft Internet Explorer

Address: <http://ride16/eride/lep/studentListing1.asp?rptType=active3>

Rhode Island Department of Elementary and Secondary Education
Information Services

Melissa Cabral (Local)

> Go Back > Urban Collaborative > Customized student listings

	Active Students (As of date: 3/9/2006)	Monitored Students	Exited Students
demographics	click to view/download	click to view/download	not available
Mac II Score, Proficiency Level	click to view/download	click to view/download	not available
DOB, Grade, Entry Date, Start Year	click to view/download	click to view/download	not available
IEP, VocEd, Title I, Immigrant, Migrant Statuses	click to view/download	click to view/download	not available
Services Received	click to view/download	not available	not available

[download listing](#)

SASID	LASID	Student Name	IEP	Title I	VocEd	Immigrant	Migrant
1000225710	Lasid10	Mouse, Micky J	No	Yes	No	No	No

total # of students = 1

Important: check and verify student's grade, date of birth, date of entry to US and start date when highlighted in red.

Contact: RI Department of Education, Office of Assessment, 255 Westminster Street, Providence, RI 02903-3400. Maria F. Lindia 222-4600 x 2103, mfLindia@ride.ri.net; Melissa Cabral 222-4600 x 2101, rid00855@ride.ri.net.

Local intranet

This is the IEP, VocEd, Title I, Immigrant, and Migrant Status. Downloading the report to an excel spreadsheet can be done by clicking on the download listing above the table. Changes made to the excel spreadsheet does not affect the information on eRIDE.

Remember anything in **RED** means possible incorrect data
Please Review!

Student Services Report

Information Services - Microsoft Internet Explorer

Address: <http://ride16/eride/lep/studentListing1.asp?rptType=active4>

Rhode Island Department of Elementary and Secondary Education
Information Services

Melissa Cabral (Local)

> Go Back > Urban Collaborative > Customized student listings

	Active Students (As of date: 3/9/2006)	Monitored Students	Exited Students
demographics	click to view/download	click to view/download	not available
Mac II Score, Proficiency Level	click to view/download	click to view/download	not available
DOB, Grade, Entry Date, Start Year	click to view/download	click to view/download	not available
IEP, VocEd, Title 1, Immigrant, Migrant Statuses	click to view/download	click to view/download	not available
Services Received	click to view/download	not available	not available

[download listing](#)

SASID	LASID	Student Name	Teacher Name	Model	Start Date	HDW	FTE
1000225710	Lasid10	Mouse, Micky J	Cabral, Melissa	ESL*	2/15/2006	2.3/5/4	0.42

total # of students = 1

Important: check and verify student's grade, date of birth, date of entry to US and start date when highlighted in red.

Contact: RI Department of Education, Office of Assessment, 255 Westminster Street, Providence, RI 02903-3400. Maria F. Lindia 222-4600 x 2103, mfLindia@ride.ri.net; Melissa Cabral 222-4600 x 2101, rid00855@ride.ri.net.

Address: <http://ride16/eride/lep/studentListing1.asp?sortBy=lasid&rptType=active4>

Local intranet

This is the Services Received report that calculates the services received to give you the total amount of money that you will be receiving for each student as of the date that was entered in the main page of the census.

Remember anything in **RED** means possible incorrect data
Please Review!

Summary Report

Upload October Membership Data - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail My Yahoo! NCAA Hoops Music Answers Personals

Address: <http://ride16/eride/lep/sumReport1.asp?schCode=28167> Go Links

Go Back Urban Collaborative Accelerated Program (07-09)

as of date: 3/9/2006 [download report](#)

	PK	PF	KG	KF	01	02	03	04	05	06	07	08	09	10	11	12	Total
Gender																	
M	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Race/ethnicity																	
White	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Immigrant Status																	
No	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Native Language																	
Aguacateco	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Special Ed Status																	
No	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Program Model																	
ESL*	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Current Proficiency Level																	
Expanding	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Teacher Name																	
Cabral, Melissa	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1

Important: To complete the LEP Census, both the ELL program coordinator/director and superintendent need to sign off this summary report; file/fax a signed copy to the school district and to RIDE: Melissa Cabral, RI Department of Education, 255 Westminster St, Providence, RI 02903. Phone (401) 222-4600, ext. 2101; Fax (401) 222-6667.

Signature _____ (District ELL Program Coordinator/Director)

Date _____

Signature _____ (Robert DeBlois, Superintendent)

Date _____

Done Local intranet

To get to the summary report you click on the number of active students on the main page. You will need to get the Director/Coordinator's signature as well as the superintendent's. Once everyone has signed the summary sheet you will need to click on sign off on the main page, which is on the last column. After you have signed off and signatures are all set you will then need to fax the summary report with the signatures to Melissa Cabral at 401-222-3605 or 401-222-6667.

Things to Remember

- ❑ In the current school year you never make changes to the previous school year. If you notice a mistake that was made in the previous year or years that you would like to change you need to contact Maria F. Lindia at 222-8494 or Melissa Cabral at 222-8491
- ❑ You should never delete a students record. If you feel that a record should be deleted you need to contact Maria F. Lindia or Melissa Cabral
- ❑ Always be aware of the as of date that you are using
- ❑ The school year starts in September and ends on June 30th. For the LEP Census you do not go by your districts last day of school the last day is June 30th
- ❑ Be Sure that the Current Proficiency Level is correct
- ❑ The Start Year does not change because that is the month day and year that the student first started to receive services
- ❑ After you update student records you need to click on update on the main page to update the reports with the new changes.
- ❑ Remember to enter the ACCESS scores and levels, which will be mailed to you District Testing Coordinator
- ❑ Students cannot receive services before entering this country. Double-check the Start Year and the Entry Date to the U.S.
- ❑ Students can not be Active and Monitored at the Same time
- ❑ Can not make a student monitored this year for the upcoming school year
- ❑ The Current Proficiency Level and the ACCESS Level are not always the same. Do not copy the Current Level in the ACCESS Level
- ❑ If monitored students do not appear on your reports and they are indicated as a monitor year 1 or 2 then check the date in the “Last date of monitoring” field